

# LODGING JUSTIFICATION

FOR OVER THE PER DIEM RATE

Requisition # \_\_\_\_\_

Actual Cost: \$ \_\_\_\_\_ Per Night

Name: \_\_\_\_\_

Destination: \_\_\_\_\_

Per Diem Rate: \$ \_\_\_\_\_ Per Night

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Please authorize my hotel expense which was higher than the allowed per diem rate because:

The hotel is where the conference was held, saving additional travel expenses.

The hotel was convenient for networking and business purposes.

The hotel was the least expensive hotel in the conference area.

It was the only hotel available in the conference area.

The hotel was within walking distance of the conference site.

I shared this room with a colleague (Name) \_\_\_\_\_

The hotel had a discounted rate because it was suggested by the conference.

Other: \_\_\_\_\_

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\_\_\_\_\_  
Signature of Traveler

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature  
(Obtained by Accounts Payable Office)

\_\_\_\_\_  
Date